Wide Area Work Flow Receipt and Acceptance (WAWF-RA)

Vendor Instructions for Installation and Registration

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Completion of all instructions contained in this checklist must be accomplished prior to activation of the firm and user accounts.

1. **Check Central Contractor Registration System (CCR) to see if your company is registered.**
   - If you're registered in CCR, please go to Step 3 below
   - If not, for help with registration in CCR, contact CCR Assistance Center, 1-888-227-2423 or 616-961-4725. Or see CCR website: http://www.ccr.gov/
   - If you do not know who your CCR POC is, you can contact the CCR Assistance Center at the above numbers

2. **Register with Central Contractor Registry (CCR).**
   - All vendors desiring to bid on goods or services in support of Department of Defense (DoD) must be registered in the CCR at http://www.ccr.gov/ Ensure that all mandatory fields are completed in your new CCR account (i.e., Telephone/FAX number, Data Universal Numbering System (DUNS) and/or Commercial and Government Entity (CAGE) codes, North American Industry Code Systems (NAICS) codes, etc.)
   - Enter Electronic Business Point of Contact (EB POC) see instructions below **Note**: All contractors are required to update their CCR registration annually. Failure to do so will result in suspension of the account, which will prevent or delay awarding DoD contracts and payments to your firm

3. **Establish an Electronic Business Point of Contact (EB POC).**
   - The next step is to ensure that you have identified an EB POC for your company. It is recommended you establish a primary and alternate EB POC for each CAGE/DUNS code assigned to the firm
   - To see if an EB POC is listed for a specific company, go to http://www.ccr.gov and click on "Search CCR". Where prompted, enter the DUNS or Cage or Company Name and click "Submit Query". If you are presented with a list of DUNS numbers, you will need to pick the specific location and click on the DUNS
     Scroll to the bottom of the Inquiry Results page. There you can see if anyone is listed as the EB POC. If no one is listed, the company has not identified an EB POC yet. See instructions to designate EB POC in CCR EB POC Update in CCR If a vendor sees that there is no one listed as your EB POC, they need to contact the CCR POC and ask the CCR to update the company's registration to include the EB POC
     Each vendor organization may establish up to two EB POC's (primary and alternate) for each Cage/DUNS combination

- The EB POC will be responsible for authorizing access to employee(s) of the vendor's organization to view and/or modify data submitted on behalf of the vendor. For help see: EB POC CCR Guide
  Update NAICS codes developed by the Census Bureau, which replaced the Standard Industrial Classification (SIC) codes. Until NAICS codes are updated, update will not be complete. For more info on NAICS codes, visit: http://www.census.gov/epcd/www/naics.html

4. Determine if your organization will designate a Group Administrator (GAM) (Proceed to paragraph 5 if your not going to designate a GAM).

- In medium to large sized companies, there may be a need to establish more than one GAM.
- A GAM determines who has access to the WAWF vendor account.
- The initial GAM shall be the person designated as the EB POC. To appoint additional GAM's, each vendor must submit an official appointment letter signed by the EB POC.
- The appointment letter should be faxed to the WAWF-RA Customer Support Center. See sample GAM Appointment letter.
- The Group Administrator's Manual is available for reviewing to all WAWF registered users.
  The GAM Manual can be found in the Software Users Manual link within the WAWF application after registration is completed.

5. Establish an organizational email address

All records created in WAWF-RA are stored in a virtual file folder and as status is updated or changes the system generates an email notification to applicable individuals identified in the firm's organizational email account.
The GAM or EB POC shall provide the organizational email to the WAWF-RA Customer Support Center.

- Ensure that your firm's organizational email address is operational and can receive e mail from WAWF-RA prior to registering your email address with the WAWF-RA Customer Support Center.
- Note: If you do not set up an organizational email address, the personal email address of the first person who self-registers from your firm (CAGE/DUNS code), will be designated as the organizational email address for your firm.

6. Set up Personal Computers to access WAWF-RA the following items will need to be installed on each computer

- Internet Explorer or Netscape See Browser software
- Software can be located under the "Setting Up Your Machine" link on the WAWF-RA home page or installed from this disk for information: https:wawf.eb.mil/
- Computers will need to have an internet connection

7. Have all users self-register on the WAWF-RA web site

- Every user for your firm must self-register on the WAWF-RA web site by completing the online registration form. See instruction
- Select the "Self Register" link on the WAWF-RA home page and follow the instructions. See instructions: Self-registration steps
- Users may access WAWF-RA with either a User ID/Password combination or a PKI certificate. Users who want to use a PKI certificate must obtain it before self-registering.
- PKI Certificates **may be** obtained from one of the approved Interim External Certificate Authorities:
  - Operational Research Consultants Inc. http://eca.orc.com,
  - Digital Signature Trust Co. http://www.digsigtrust.com/ieca,
  - Verisign: http://www.verisign.com. The web sites provide the instructions needed to acquire a PKI Certificate.
- If further assistance is needed, contact the WAWF-RA Customer Service Center.
- Note: Registrations will not be activated until the WAWF-RA Customer Support Center receives an email from the EB POC/GAM as registered in the CCR data-base.

8. **Follow-up (if necessary).**

If your (GAM or user) account hasn't been activated within 2 business days of self-registering contact the WAWF-RA Customer Service Center:

CONUS ONLY 1-800-392-1798, Option 1
COMMERCIAL 1-801-777-3282, Option 1
DSN 777-3282 Option 1
FAX Commercial: 801-605-7453 DSN: 388-7543
Email: cscassig@ogden.disa.mil
Note: Reference "WAWF" in email Subject line.

Note: Submit request to WAWF-RA Customer Support
Fax 1-801-605-7453
Or Email signed copy to:
cscassig@ogden.disa.mil Subject Line WAWF GAM Activation

Sample Appointment Letter
For Designating Group Administrators

[Enter your Group Administrator Manager's name]
[Enter your Group Administrator Manager's email address]
[Enter your Group Administrator Manager's phone number]

1. You are hereby appointed the responsibility as the (***insert company name***) Group Administrator (GAM) – (***insert Primary or Alternate***). Your span of control includes the following Commercial and Government Entity (CAGE) codes: [Type in or attach list]

2. You are responsible for the following activities:

a. Establish hierarchical sub-groups for managing user accounts, as necessary.
b. Establish organizational e-mail for each CAGE code and submit these to the WAWF-RA Customer Service Center to activate your GAM account.
c. Activate and update users in your group within one business day of request.
e. Ensure that requests for user access are valid and assign access at the appropriate authorization and privilege level.
f. Ensure that subordinate group administrators and alternates are created, as necessary.
g. Responsible for intra-company user training.

3. As a group administrator, you are a critical part of maintaining system security because you have the ability to grant access to users. You are responsible for validating the "need to know" of the users that you activate, and would be responsible for de-activating an invalid user. Ensure that users are who they say they are and that only the privileges necessary to accomplish their job duties are associated with this activated user account.

4. If a user's account needs to be de-activated, you are responsible for de-activating that account by following the procedure in the Group Administrator Manual (GAM). The manual must be downloaded from WAWF-RA production or training site. See link to Software Users Manual.

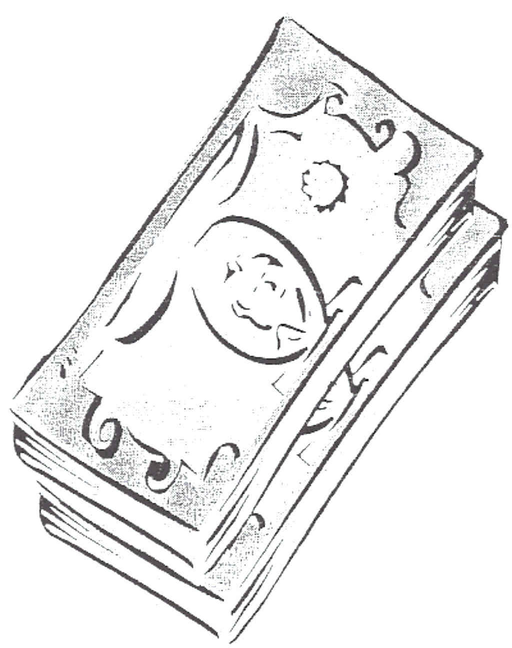
Signature Block:
Vendor Electronic Business Point Of Contact (EB POC)
Email Address

WIDE AREA WORK FLOW (WAWF)

11 WG/FM

INSTRUCTION: INVOICE CREATION FOR VENDORS (COMBO/2 IN 1)

JUNE 2004



1. LOG INTO WAWF (https://wawf.eb.mil)

2 HAVE A COPY OF THE CONTRACT READY

   a. All the information that you will need to create your invoice can be found on the front page of the contract.
   b. The contract number in Block 2
   c. The effective date of contract (if needed) in Block 3
   d. The delivery order (if needed) in Block 4
   e. The issue by DoDAAC in Block 9, this is also your "Ship-To" code
   f. The deliver to DoDAAC or SRAN in Block 15
   g. The Admin DoDAAC in Block 16 or Block 9 (same as "Issue-By" DoDAAC)
   h. The Cage Code in Block 17
   i. The Pay DoDAAC in Block 18

3. CREATE YOUR COMBO INVOICE FOR GOODS OR 2 IN 1 INVOICE FOR SERVICES PROVIDED TO THE GOVERNMENT

   a. Located in the Blue Menu field on the left side of the screen you will see Vendor, click on the + sign next to that
   b. From the menu below vendor, select and click on Create New Document
   c. ONLY FILL IN THE FIELDS WITH * NEXT TO THEM
   d. Enter your contract number, if you have a contract with a delivery order (i.e., FA701204D5001), you must enter the four-digit delivery order (i.e., 5004) in the next field, otherwise leave it blank.
   e. Enter your Cage Code
   f. Hit continue
   g. Enter the Pay DoDAAC /goods
   h. Hit continue
   i. From the choices provided select Invoice and Receiving Report (Combo) or Invoice as 2-in-1 (for services)
   j. In the Inspection block select Destination and in the Acceptance block select Destination
   k. Hit continue
   l. Enter the Admin DoDAAC, the Inspect By DoDAAC and the Ship to Code
   m. Hit continue
   n. Enter the Shipment No., Shipment Date, Invoice No., and Invoice Date
   o. At this point you WILL NOT create the document but go into the Address tab located at the top of the screen
   p. Review your address information and make sure that it is accurate
   q. Next select the Discounts Tab at the top of your screen if you would like to add a discount on the invoice (this is optional)
      i. If you choose to offer a discount you would click on the folder icon below Actions to add the discount information
      ii. Enter your discount conditions (percentage of discount and number of days)

iii. Click on Save Discount
iv. To add more discounts repeat the previous steps

r. When you are finished with the discounts select the Mark For tab at the top of your screen if needed (this is usually only used with the Navy)
s. To enter any comments that you would like to add select the Comments Tab at the top of the screen (this is also optional)
t. To add your Line items select the Line Item tab at the top of the screen
u. Click on the folder icon to add your line items
v. Enter the Item No. , enter stock part number , Type should be vendor part number, the Qty Shipped, Unit (ea, box, crate, etc), Unit Price and Description of the item shipped
w. Save Clin
x. If you have more than one item keep selecting the folder icon to add, if you need to correct a line select the pen icon on that line, to delete a line select the trash can icon on that line
y. When you are finished adding line items click on the Misc. Amounts Tab at the top of the screen (if applicable)
z. In this tab you will be able to add items by clicking on the folder icon below Actions
aa. Select the Misc. Fee that you wish to add to the invoice from the drop down menu and all the price in the Misc Fee Price block. You must also add a description of what the fee is for.
bb. Select Save Misc. Fee
cc. Once you have completed this click on the Header tab at the top of the screen
dd. Select whether this receiving report is for Supplies or Services (for the combo it would be supplies, for the 2 in 1 it would be services)
ee. Once all the information is in and correct, click below on Create Document
ff. Your Invoice will then appear and you need to review all the data to make sure that all is correct. If everything is correct, click on the Submit button at the bottom of the page.
gg. You will get a message that your document was submitted successfully and you may now go on to the second step of the process

4. TO VIEW YOUR DOCUMENTS AFTER THEY ARE SUBMITTED TO CHECK STATUS

a. From the blue menu on the left side of the screen under vendor select View Vendor Documents
b. Enter your Cage Code and then scroll to the bottom of the page
c. Click the submit button
d. Find the document that you would like to view and click on it, you may click on the contract number or the shipment no. to view the document
e. To review the entire contents of the document you can select the various tabs at the top of the screen to review the information located there
f. Once you are finished reviewing your document, return to the Header tab and scroll to the bottom of the page

g. **You may choose to print your document at this time or you can click on the return button to return to the view Vendor Documents Menu**

5. **TO CORRECT REJECTED INVOICES**

   a. **From the blue menu on the left side of the screen under vendor select Access Rejected Invoices**
   b. **From the menu listing click on the document to view it by clicking on the document to view it**
      1. **To correct and resubmit a document, click on the document at the Resubmit? Column**
         aa. Make your changes according to the reject reason, which you can find under the Comments tab
         bb. Return to the Header tab
         cc. Click on Create Document
         dd. At the bottom of the page click Submit
         ee. You will receive a message that you document was submitted successfully

      2. **To void a document click on the V in the Void? Column**
         aa. Click on Void to void the document

HELPFUL HINTS

Shift * then tab will auto-populate the **current date**

Do not use the "Back" button, click on "Return" to go to the previous screen instead

A one-hour **timeout** exists (idle time)

Do not hit the "Enter" key…it is not required for this processing

Enter **document number** and **document type** carefully, as it cannot be changed once the document is created

Make sure that the **DoDAACs/Cage Codes** are entered **correctly** for the document to be routed to the correct folder

Select **"Destination"** for both point of Inspection and point of Acceptance

For **Final Invoice** enter **"N"** (Do not select "Y" because then a comment must be added for all invoices afterwards)

Be **professional** when adding **comments** as all comments can be viewed by all roles
When creating a document, write down the **invoice/shipment number** to locate the document after creation